

APPENDIX 5: SAMPLE LETTER ANNOUNCING EXAMINATION TIME

Dr. Peter Smith
612 Elm Street
Middletown, Illinois 60473

Date

Dear Dr. Smith:

Mr. John Jones has requested a peer review of the treatment his animal received from you. The Peer Review Committee of _____ has scheduled the review for _____ at the office of Dr. William Brown, 1924 Lincoln Avenue. Mr. Jones' animal will be examined by members of the committee at that time.

If you have any questions or desire further information, please contact me as soon as possible.

Sincerely,

_____ Peer Review Committee Chair